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2013

# Exam Proctoring Policy for Online Courses.

University of Rhode Island Faculty Senate

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THE  
UNIVERSITY  
OF RHODE ISLAND




Serial Number #12-13--33

TO: President David Dooley

FROM: Peter Larsen, Chairperson of the Faculty Senate

1. The attached BILL titled, Exam Proctoring Policy for Online Courses, is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on April 18, 2013.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Governors, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective May 9, 2013, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Governors for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Governors, it will not become effective until approved by the Board.

April 22, 2013  
(date)

  
\_\_\_\_\_  
Peter Larsen  
Chairperson of the Faculty Senate

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ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

- a. Approved ☒.
- b. Approved subject to notice to the Board of Governors \_\_\_\_.
- c. Approved subject to final approval by Board of Governors \_\_\_\_.
- d. Disapproved \_\_\_\_.

4.30.13  
(date)

  
\_\_\_\_\_  
President

## **University of Rhode Island Exam Proctoring Policy for Online Courses**

Online courses can and should use a wide variety of assessment methods, which should be designed to promote academic integrity. In some disciplines proctored exams provide a useful tool for assessment of student learning in online courses. When designing an online course, faculty should carefully balance the potential difficulties and costs for students who are unable to come to campus at a specific time for testing (i.e. working adults, students who live out of state, etc.) against the advantages that a proctored exam may offer.

Faculty must provide clear guidance to students if they require a proctored exam. The faculty member must state in their syllabus the beginning of the semester, if a proctored exam is required for the course. They must note that the exam will be offered during one of the common exam times. They must alert students as soon as possible:

- The date, time, and place that the exam will be offered at the Kingston and/or Providence campuses.
- The scheduled window period in which the exam is to be completed by those students who cannot come to campus and should include a link to the URI resources concerning proctored exams.

### **Scheduling Proctored Exams for Online Classes:**

- Proctored final exams for online classes must be scheduled according to the appropriate policies of the campus where the course is offered (Kingston or Providence).
- As soon as the exam is scheduled, faculty should make students aware of the time and date, and place
- It is the instructor's responsibility to ensure proper proctoring of the on campus exam.

### **Acceptable Exam Proctors outside of URI**

Students who cannot come to campus are responsible for making alternative arrangements for taking an exam by locating an acceptable proctor and location. Proctors may not be friends or family members. Acceptable proctors include:

- Dean, academic department head, or official testing administrator of an accredited college or university
- Head librarian at a public library or a librarian with faculty status at an academic library
- Personnel at an exam testing center (such as ETS)
- Commanding officer at a military learning center

Organizations that proctor have their own policies and exam takers need to be aware of these policies before taking the exam. If there is a cost associated with an external proctored site, it is the responsibility of the student to pay that cost.

### **Approving a Proctor**

After making arrangements with a proctor, the student must submit a Proctored Exam Request Form to the course instructor three weeks prior to the exam date.

Instructors should approve the arranged location and proctor, and confirm the student's contact with the proctor via email, telephone, or mail. An instructor has the right not to approve a proctoring site, but must give the student notice and a clear explanation so that the student has the time and information to locate another proctor.

### **Instructor Responsibilities for Exam**

Once an exam site is approved, the instructor should prepare the exam materials and send them to the proctor. Instructors should include all materials needed to complete the exam including:

For Paper Exams:

- Exam materials
- Answer sheet/booklet

For Computer-Based Exams:

- Web URL, login and password
- Any additional exam materials

In addition to exam materials, the instructor should include:

- 3 copies of the Proctored Exam Instructions to be signed by proctor & student so each participating party has a copy
- Pre-paid, pre-addressed envelope for returning the exam, if it is not online, & signed instructions

The instructor should inform all students prior to the exam day about allowed materials and exam duration.

### **Rescheduling or Cancelling Exam**

Instructor rescheduling/cancellation policies for exams should be determined prior to the semester and included in the syllabus. If an exam needs to be rescheduled the instructor, student and proctor should be notified, and resolved according to instructor's policy.

**University of Rhode Island**  
**Recommended Proctored Exam Procedure for Students**

If your instructor requires a proctored exam for your online course, it will be clearly noted in your syllabus on the first day of class. You should carefully read your syllabus to understand the instructor's policy on arranging and completing a proctored exam.

Because online exams are offered in a "common exam space," the syllabus may not include the exact day and time. The instructor will provide that information to you at least four weeks before the exam is scheduled, sooner if possible.

As soon as possible, the instructor will inform you of:

- The date, time, and place that the exam will be offered, and which campus (Kingston or Providence).

**OR** if you are unable to come to campus:

- The scheduled window period in which the exam is to be completed.

**Finding an Exam Proctor if unable to come to URI campus**

Students who cannot come to campus are expected to locate and arrange an exam.

Proctors may not be friends or family members. Acceptable proctors include:

- Dean, academic department head, or official testing administrator of an accredited college or university
- Head librarian at an academic or public library
- Personnel at an exam testing center (such as ETS)
- Commanding officer at a military learning center

If there is a cost associated with an external proctored site, it is the responsibility of the student to pay that cost.

**Getting a Proctor Approved**

After making arrangements with a proctor, the student must submit a Proctored Exam Request Form to the course instructor three weeks prior to the exam date.

Instructors will approve the arranged location and proctor, and confirm your contact with the proctor via email, telephone, or mail. An instructor has the right not to approve a proctoring site, but will give you notice and a clear explanation so that you have the time and information to locate another proctor.

**On the Day of the Exam**

You should meet your proctor at the agreed upon day, time and place. You may bring with you any materials that the instructor has permitted or required for the exam (E.g. Calculator, pencils, scratch paper, laptop).

The proctor will have the exam materials.

Be sure both you and your proctor sign and date all 3 copies of the Proctored Exam Instructions. Your proctor will keep one copy and return one copy to your instructor. You should store your copy of the Instructions with your class materials for the duration of the semester.

**Academic Honesty**

You are responsible for knowing and following the University's Academic Honesty Policies as outlined in the student handbook Chapter 1

<http://www.uri.edu/judicial/Student%20Handbook/ch1.html#4>

The same procedures apply for any allegation of academic dishonesty regardless of whether the exam is paper or computer based and whether it is given in a classroom or at a remote proctored location:

<http://www.uri.edu/judicial/Student%20Handbook/ch1.html#5>

**Rescheduling or Cancelling Exam**

Instructors have their own rescheduling/cancelation policies for exams and they will be included in your syllabus on the first day of the semester. If an exam needs to be rescheduled the instructor, student and proctor should be notified, and this will be resolved according to your instructor's policy.

PROCTOR APPROVAL FORM

Students must fill out the top box (Student Information) and Faculty address (page 2)

The Proctor fills out their Site Information and returns the form to the Professor

This form is to be completed **THREE WEEKS** prior to the test date, if at all possible.

If this Proctor isn't acceptable to your faculty, they will inform you so you can find another Proctor

**NOTE:** Students are responsible for any fees for the proctoring site.

STUDENT INFORMATION

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Course Number: \_\_\_\_\_ Instructor: \_\_\_\_\_

☐ I have read and understand [URI's Academic Honesty Policy](#)

Signature: \_\_\_\_\_

PROCTOR SITE INFORMATION

Proctor Work Site: \_\_\_\_\_

Proctor's Name: \_\_\_\_\_

Proctor's Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Proctor's Email: \_\_\_\_\_

Proctor's Phone: (\_\_\_\_) \_\_\_\_\_

I hereby certify that I will administer exams under conditions required and requested by the  
University of Rhode Island and the instructor of this exam.

\_\_\_\_\_  
Proctor's Printed Name

\_\_\_\_\_  
Proctor's Signature

\_\_\_\_\_  
Date

**Proctor should send the completed form to:**

**Faculty Name:** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City**\_\_\_\_\_ **State**\_\_\_\_\_ **Zip**\_\_\_\_\_

**eMail:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Phone:** \_\_\_\_\_



## **Scheduling Final Exams**

If your online class requires students to complete a final either online or in a proctored situation within a specified time period during exam week, you must use the process for scheduling exams during Common Exam periods. This ensures that students who are taking both online and classroom-based courses do not have a time conflict. There is a slightly different process for courses based in Providence.

<b>Process for Scheduling Exams During the Final Exam Period.</b>	
<b>For Kingston-based Courses</b>	<b>For Providence-Based Courses</b>
Requests for a scheduled final exam (either online or in-person) should be submitted to the department when the exam change requests come from the enrollment services office.	Requests for a scheduled proctored final exam (either online or in-person) should be submitted to Kathy Thorsen.
A time and room (if needed) will be scheduled.	A time and room (if needed) will be scheduled
Inform your students as soon as possible as to the time and date of the exam.	Inform your students as soon as possible as to the time and date of the exam
Students who can not come to campus for a proctored exam should follow the Proctored Exam Procedures to find a proctor (URL)	Students who can not come to campus for a proctored exam should follow the Proctored Exam Procedures to find a proctor (URL)
<b>Contact:</b> Ken Sisson <b>Phone:</b> 874-4480 <b>eMail:</b> Ksisson@uri.edu	<b>Contact:</b> Kathy Thorsen. <b>Phone:</b> 401-277-5079 <b>eMail:</b> akthorsen@uri.edu

***In order to help students avoid conflicts with work, family, and other URI commitments, it is most helpful to alert your students that your course will include a scheduled final exam and that you will provide them with the exact date and time as soon as possible.***

This does not apply to courses using online exams if the exam is open for a period of time which reasonably allows students who might have other exams scheduled to complete it (e.g. a 24-48 hour period). However, this information should be communicated to the students in the syllabus or other communication that all students are expected to obtain and review.